



Guided Practice 8B

Correcting Errors during the Import Process

January 10, 2017

This guide will walk you through how to find and fix the errors encountered during the deduction report import process.

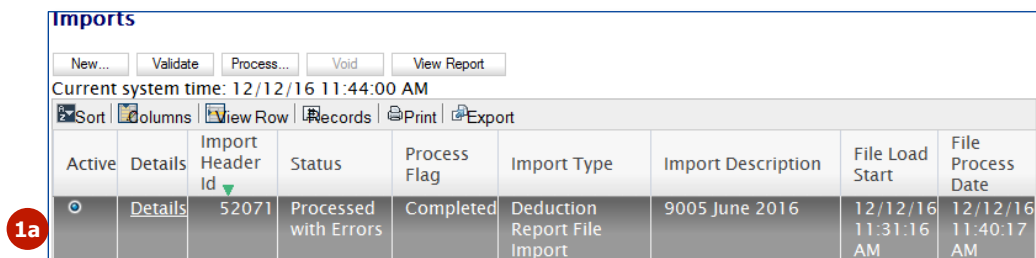
This guided practice assumes you already know how to:

- [Log in to MyTRS](#) (pdf)
- Import the monthly deduction report text file from your payroll system

For additional information and troubleshooting please contact your district's assigned ESU Representative or EmpSup@trb.state.ma.us

If the Status field says “Processed with Errors” when you import your monthly deduction report text file, you need to determine what is causing the file to fail.

1. To view the report that will show you what record(s) is causing the issue please do the following:
 - a. Select the report



Imports

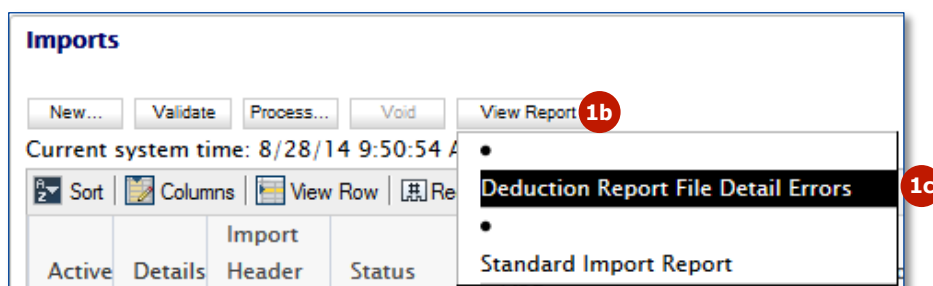
New... Validate Process... Void View Report

Current system time: 12/12/16 11:44:00 AM

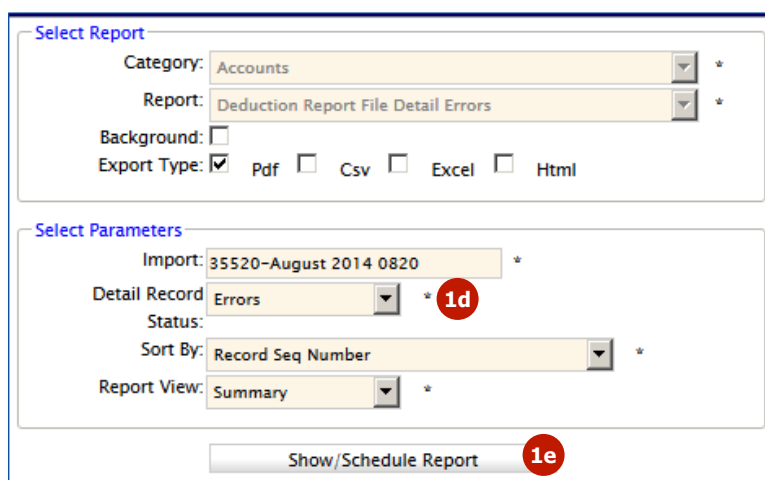
Sort Columns View Row Records Print Export

Active	Details	Import Header Id	Status	Process Flag	Import Type	Import Description	File Load Start	File Process Date
<input checked="" type="radio"/>	Details	52071	Processed with Errors	Completed	Deduction Report File Import	9005 June 2016	12/12/16 11:31:16 AM	12/12/16 11:40:17 AM

- b. Click the **View Report** button
 - c. Choose Deduction Report File Detail Errors from the list



- d. In the new window that opens, select “Errors” from the Detail Record Status drop down list
 - e. Click **Show/Schedule** Report button



Select Report

Category: Accounts *

Report: Deduction Report File Detail Errors *

Background: ☐

Export Type: ☒ Pdf ☐ Csv ☐ Excel ☐ Html

Select Parameters

Import: 35520-August 2014 0820 *

Detail Record Status: Errors **1d** *

Sort By: Record Seq Number *

Report View: Summary *

Show/Schedule Report **1e**

- f. A list of employees and the issue that is causing the file to fail will show up on the split screen to the right

Deduction Report File Detail Errors

Deduction Report Import Summary Report
9005 September 2016

Parameters
 Detailed Record Status: Errors
 Sort By: Record Seq Number

As Of Date: 08/15/2016
 Generated On: 08/15/2016 08:55:50
 Generated By: SMurphy
 Page 1 of 1

Seq #	Detail Record	Record Status	Error Message
1	XXXX-XX-1884, AP FILE, /AMANDA	Processed with Errors	Contract Term is invalid

If the list is long, you may want to print it. If you see that someone needs to be registered, please register the member and then fix the remaining issues.

2. For an employee that shows an error message reading “Member needs to be registered for enrollment by the school district”, please register the member and then come back to the Import screen and click the Process button again.
3. For any errors exclusive of someone that needs to be registered, you would do the following to fix the issue:
 - a. Close the pop-up report window (after you have printed it if needed) so that you are back on the main Import page
 - b. Click on the Import Details tab in the top left of the screen

MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

Home » Employer Management » Import Deduction Report Files

Import Files Import Details **3b**

- c. Choose “Errors” from the Process Flag drop down list
- d. Click the **Find** button

Import Files Import Details

Filter

Process Flag: Errors **3c**

Seq No From:

Seq No To:

Select field to Search:

Enter the text to find:

3d Find

- e. The records containing the issues will be displayed at the bottom of the screen

Match Total: 9

View Errors

Filter Modify Sort Columns View Row Records Print Export

Active	Select	Seq No	Import Detail Status	Submit	Rec Type	Pay Date	Ssn	Name	Contract Term	Pay Duration
<input type="radio"/>	<input type="checkbox"/>	12	Errors	<input checked="" type="checkbox"/>	N	20160612	999110010	EASEL, EMMA	10	12
<input type="radio"/>	<input type="checkbox"/>	13	Errors	<input checked="" type="checkbox"/>	N	20160627	999110010	EASEL, EMMA	10	12
<input type="radio"/>	<input type="checkbox"/>	14	Errors	<input checked="" type="checkbox"/>	N	20160612	999110014	HISTORY, HANK PHD	10	12
<input type="radio"/>	<input type="checkbox"/>	15	Errors	<input checked="" type="checkbox"/>	N	20160626	999110014	HISTORY, HANK PHD	10	12
<input type="radio"/>	<input type="checkbox"/>	16	Errors	<input checked="" type="checkbox"/>	N	20160612	999112003	PENCIL, PATRICK	10	12
<input type="radio"/>	<input type="checkbox"/>	17	Errors	<input checked="" type="checkbox"/>	N	20160627	999112003	PENCIL, PATRICK	10	12
<input type="radio"/>	<input type="checkbox"/>	18	Errors	<input checked="" type="checkbox"/>	N	20160612	999090015	RULER, RANDY	10	12
<input type="radio"/>	<input type="checkbox"/>	19	Errors	<input checked="" type="checkbox"/>	N	20160612	999112002	SCIENCE, SANDRA	10	12

Page 1 of 2 Rows: 1 - 8 of 9

Save Reset

- f. Manually correct the fields that need to be updated for each person. Ie. If the Contract Term field is invalid (or blank), please type in the correct one.

Filter Modify Sort Columns View Row Records Print Export

Active	Select	Seq No	Import Detail Status	Submit	Rec Type	Pay Date	Ssn	Name	Contract Term	Pay Duration
<input checked="" type="radio"/>	<input type="checkbox"/>	12	Errors	<input checked="" type="checkbox"/>	N	20160612	999110010	EASEL, EMMA		12

Filter Modify Sort Columns View Row Records Print Export

Active	Select	Seq No	Import Detail Status	Submit	Rec Type	Pay Date	Ssn	Name	Contract Term	Pay Duration
<input checked="" type="radio"/>	<input type="checkbox"/>	12	Errors	<input checked="" type="checkbox"/>	N	20160612	999110010	EASEL, EMMA	10	12

- g. When you have corrected all the errors page one, click the **Save** button below the scroll bar **before** moving to the next page (if you have more than one page)

Match Total: 9

View Errors

Filter | Modify | Sort | Columns | View Row | Records | Print | Export

Active	Select	Seq No	Import Detail Status	Submit	Rec Type	Pay Date	Ssn	Name	Contract Term	Pay Duration
<input type="radio"/>	<input type="checkbox"/>	12	Errors	<input checked="" type="checkbox"/>	N	20160612	999110010	EASEL, EMMA	10	12
<input type="radio"/>	<input type="checkbox"/>	13	Errors	<input checked="" type="checkbox"/>	N	20160627	999110010	EASEL, EMMA	10	12
<input type="radio"/>	<input type="checkbox"/>	14	Errors	<input checked="" type="checkbox"/>	N	20160612	999110014	HISTORY, HANK PHD	10	12
<input type="radio"/>	<input type="checkbox"/>	15	Errors	<input checked="" type="checkbox"/>	N	20160626	999110014	HISTORY, HANK PHD	10	12
<input type="radio"/>	<input type="checkbox"/>	16	Errors	<input checked="" type="checkbox"/>	N	20160612	999112003	PENCIL, PATRICK	10	12
<input type="radio"/>	<input type="checkbox"/>	17	Errors	<input checked="" type="checkbox"/>	N	20160627	999112003	PENCIL, PATRICK	10	12
<input type="radio"/>	<input type="checkbox"/>	18	Errors	<input checked="" type="checkbox"/>	N	20160612	999090015	RULER, RANDY	10	12
<input type="radio"/>	<input type="checkbox"/>	19	Errors	<input checked="" type="checkbox"/>	N	20160612	999112002	SCIENCE, SANDRA	10	12

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3g Save Reset

- h. Once all the changes have been made and saved, click on the Import Files tab in the top left of the screen

MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

Home » Employer Management » Import Deduction Report Files

3h Import Files Import Details

- i. Click the **Process** button to re-process the file

Imports

3i

New Validate Process... Void View Report

Current system time: 12/12/16 11:34:21 AM

Sort Columns View Row Records Print Export

Active	Details	Import Header Id	Status	Process Flag	Import Type	Import Description	File Load Start	File Process Date
<input checked="" type="radio"/>	Details	52071	Not Processed	Ready	Deduction Report File Import	9005 June 2016	12/12/16 11:31:16 AM	

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- j. You should see the Process Flag change to “Queued for Processing” once you click the **Process** button. Please be patient while the system works, as the Status field may not change immediately.
 - k. If you still get “Processed with Errors” after re-processing the file, please repeat the steps above.
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Notes:

- If anything is wrong in the Import screen (like a blank position code, wrong pay frequency, invalid fte %), please remember to update this information in your payroll system since this is the source of the data in the import file. If you don't correct it in your payroll system, you will need to run through this correction process every month before you will get the file to process successfully.